



**BID NO.: 5435-0/16**

**OPENING: 2:00 P.M.**  
Wednesday  
**November 27, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:**

**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING  
SERVICES**

**FOR INFORMATION CONTACT:**

**Maria Hevia, CPPB - 305-375-5073, [Mhevia@miamidade.gov](mailto:Mhevia@miamidade.gov)**

**IMPORTANT NOTICE TO BIDDERS:**

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number: 5435-0/16**

**Bid Title: PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

**Procurement Officer: Maria Hevia, CPPB**

**Bids will be accepted until 2:00 p.m. on November 27, 2013**

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

**Instructions:** The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

**All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.**

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable general terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-8.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

**2.1 PURPOSE:**

The purpose of this solicitation is to pre-qualify vendors for future pricing competition for dewatering and tank cleaning services. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets the minimum criteria set forth in paragraph 2.3 of this solicitation.

**2.2 TERM OF CONTRACT:**

This contract shall be for two (2) years and commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the two (2) year contract term.

**2.3 METHOD OF AWARD**

Award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications identified below:

2.3.1 Must be regularly engaged in the business of providing dewatering and tank cleaning services and have a minimum of five (5) years' experience, as a company, in dewatering using a portable centrifuge or belt press and disposing of 1,000,000 gallons or larger of controlled and regulated waste. Bidders must provide a list of current projects the bidder, as a company, has accomplished as evidence the bidder meets this requirement. The information provided shall include the customer's company name, and the name, title, address, telephone number, and e-mail address of the contact person who can verify that the bidder has successfully provided dewatering tank cleaning services. These references shall ascertain to the County's satisfaction that the bidder has sufficient expertise in the service required.

2.3.2 Bidder shall employ a superintendent with a minimum of five (5) years' experience in dewatering and tank cleaning services. Bidders shall list the superintendent's contact information and provide a resume with their bid submittal.

Bidders are required to submit, with their bid submittal form, all the specified information, documents and attachments as proof of compliance to the solicitation's requirements. Miami-Dade County may allow bidders to complete, or supplement, their proof of compliance to the solicitation's requirements.

The County may verify the information submitted by the bidders and may obtain and evaluate additional information, as it deems necessary, to ascertain the bidders' ability to perform under the contract. The County shall be sole judge of a bidder's ability to perform, and its decision shall be final.

The vendors shall then be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either on as-needed or on a periodic basis.

It shall be the sole prerogative of the County as to the number of vendors who will be included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to

**SECTION 2**  
**SPECIAL CONDITIONS**

**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

add vendors, they must meet the same minimum qualifications established for the original competition.

**2.4 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and any resultant contract, contact Maria Hevia at (305) 375-5073 or via e-mail at Mhevia@miamidade.gov.

**2.5 QUESTION DEADLINE**

Questions pertaining to this solicitation must be received no later than November 20, 2013. Questions should specifically reference the section of the solicitation to which the question pertains.

**2.6 COMPLIANCE WITH GOVERNMENT STANDARDS**

2.6.1 All services to be purchased under this contract shall be in accordance with all governmental standards, to include, but not limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA). Special attention is made to OSHA's 29CFR 1910 regulations relating to hazardous atmospheres in confined spaces. Contractor will be responsible for ventilation and Personal Protection Equipment (PPE) per OSHA requirements.

2.6.2 The Bidder shall follow all applicable Federal and State Department of Transportation (DOT) regulations. Use or disposal of this material shall either be in accordance with Chapter 62-640 of the Florida Administrative Code F.A.C. and all other applicable laws, permits, and regulations. All disposal, storage, and/or use shall be in compliance with the operating permits for the Wastewater Treatment Plants.

**2.7 LICENSES, PERMITS AND RECORD KEEPING**

Bidder shall obtain all permits required by applicable laws, regulations, and rules. Bidder shall prepare and maintain all records required by all applicable laws, regulations, rules and permits. Bidder shall prepare and submit all reports required by all applicable laws, regulations, rules and permits. Bidder shall deliver to W.A.S.D. one copy of all applications, permits, reports, records and correspondence, within 30 calendar days of submission or receipt. Bidder shall also maintain a file of the above items and make this file available for inspection by the County and others authorized by it. Bidder shall maintain these files and make them available for inspection for the duration of the contract, plus five (5) years.

**SECTION 2**  
**SPECIAL CONDITIONS**

**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

**2.8 COMPLETION OF WORK**

- 2.8.1 The Request for Price Quotation (RFQ) will list the completion date for future projects.
- 2.8.2 All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the successful bidder(s); except in such cases where the completion date will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the successful bidder shall notify the County of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the County.
- 2.8.3 Should an awarded bidder of a RFQ fail to complete the work within the number of days as stated in its offer, or the timeframe cited in the RFQ, the County may terminate the order, secure the services of another bidder to complete the work, and/or terminate the contract with the bidder.

**2.9 CLEAN-UP**

All unusable materials and spills shall be removed from the premises immediately, and disposed of in an appropriate manner. Upon final completion, the awarded bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

**2.11 INDEMNIFICATION AND INSURANCE**

The standard insurance requirements listed in the general terms and conditions shall apply with the exception of the following changes to the sections specifically identified:

- 1.21 A, 2      Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- 1.21 A, 3      Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

**3.1 SCOPE**

Provide dewatering and tank cleaning services for Miami Dade County Water & Sewer Department (WASD).

**3.2 DESCRIPTION OF SERVICE**

Service consists of dewatering and tank cleaning using a portable centrifuge or belt press or other approved suitable method for dewatering as determined by WASD. WASD shall be the sole judge of the acceptable method and their decision shall be final. Contractor will provide the means and methods of dewatering, removal, and disposal with their bid submission. Size of vessel, access to perform jobs, and cubic yards of material will need to be verified by the bidder.

**3.3.1 MATERIAL AND METHOD OF REMOVAL**

- a. Material to be removed is composed of sludge, sand and other solid accumulation and is to be dewatered and disposed of offsite in an approved disposal facility. Solids must be transported offsite daily using leak proof trucks to an approved disposal site. No solid material storage will be allowed on site. Material removed must be transported off site daily. Any spills created MUST be cleaned up immediately.
- b. The accumulated solids, which would be deposited at the bottom of vessels, typically consist of sand and gritty material. The amount of accumulated solids can vary by project; it is typically up to a depth of 4' to 6' feet but can accumulate to 9 feet or more. The material is not regulated as a hazardous waste, but it is considered "contaminated" and as such, its disposal is restricted by various regulations.
- c. After removal and disposal of the bulk of the material, the successful bidder shall be required to clean the vessel's walls, columns and floor of any remaining material by thoroughly pressure washing those surfaces, using a pressure of at least 2,500 psi, and removing the resultant water mixture. The bidder shall use squeegees or similar devices to rid the tank of any standing water.
- d. When provided by the RFQ, Bidder will be permitted to discharge liquid back into the plant gravity sewer manholes adjacent to the tank being cleaned. An estimated volume of flow must be presented with the RFQ submission and approved by WASD.

**3.4 SAFETY**

- a. A confined space entry plan must be submitted as part of the RFQ and approved prior to starting work.
- b. The use of warning devices such as traffic cones, barricades and warning lights to warn plant personnel of any potential hazard are considered necessary by the County.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

- c. No smoking or open flame shall be permitted in any areas within the tank or on the roof of the tank or any adjacent tanks. The successful bidder shall provide suitable explosion proof blowers, as necessary to make up for any lack of ventilation and to provide comfortable working conditions for its personnel.
- d. Successful bidder's personnel will be in the vicinity of raw sewage. The successful bidder shall check with the Miami Dade County Health Department, and based on their recommendation, have its personnel properly immunized against disease.
- e. The contractor will be required to submit a safety manual; outlining the work sequence for review and approval by WASD.
- f. The successful bidder shall coordinate with the Construction Manager to arrange mandatory Project Safety Management (PSM) training for all his personnel who will be onsite. This training must be completed prior to mobilization or any other work on site. The successful bidder shall also be responsible that all on-site personnel of his subcontractors, at whatever tier, receive this training. Contact information for the Construction Manager will be provided upon award approval.

**3.4 PROTECTION OF PROPERTY**

All existing structures, utilities, services, road, trees, shrubbery, etc., shall be protected against damage or interrupted services at all times by the bidder during the term of this contract; and the bidder shall be held responsible for repairing or replacing property to the satisfaction of the County which is damaged by reason of the bidder's operation on the property.

**3.6 SUPERVISION**

The successful bidder shall employ a competent superintendent who shall be in attendance at the project site during the progress of the work. The superintendent shall be the primary representative for the bidder and all communications given to and all decisions made by the superintendent shall be binding to the bidder. Notwithstanding, the superintendent shall be considered to be, at all times, an employee of the bidder under its sole direction and not an employee or agent of Miami-Dade County.

**3.7 PRICING AND PERFORMANCE**

The Bidder shall supply all labor, materials, equipment and any other incidental item necessary to complete the services. The proposed price of the RFQ shall provide full compensation to the bidder including but not limited to portable belt press or portable centrifuge, trucks and cranes and any other element of cost to perform the work. No additional cost will be paid by the County.

In the event that a bidder fails to complete the services within the times specified in the quote, after receiving the Notice to Proceed, and such failure is not the result of force majeure or acts of God, liquidated damages shall be imposed on the bidder in the amount specified in the RFQ and will be deducted from the original bid.



**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

- 3.8** Any RFQ issued under this contract will include project specific scope of services, technical specifications, site conditions (e.g., access, use of existing utilities such as water/electric/restroom availability), and applicable terms and conditions including but not limited to: pre-bid/site visit, payment requirements such as retainage, time for performance, any submittal requirements including means and methods of dewatering, removal, and disposal, volume of discharge flow, safety manual, confined space entry plan, construction schedules, schedule of values, and product data, bid and/or performance bond requirements, liquidated damage provisions, if the work is to be performed at night or on weekends, type of payment (lump sum vs unit price), as well as any additional requirements.

**SECTION 4**  
**BID SUBMITTAL FORM**

**Submit Bid To:**  
**CLERK OF THE BOARD**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street**  
**17<sup>th</sup> Floor, Suite 202**  
**Miami, Florida 33128-1983**

**OPENING: 2:00 P.M.**  
**Wednesday**  
**November 27, 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
 DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued  
by:

ISD/PM

Date Issued:  
**11/8/13**

This Bid Submittal Consists of  
Pages 7 through 1~~2~~**1**

Sealed bids are subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title**  
**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING  
 SERVICES**

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

**DO NOT WRITE IN THIS SPACE**

ACCEPTED \_\_\_\_\_ HIGHER THAN LOW \_\_\_\_\_  
 NON-RESPONSIVE \_\_\_\_\_ NON-RESPONSIBLE \_\_\_\_\_

DATE B.C.C. \_\_\_\_\_ NO BID \_\_\_\_\_

FIRM NAME \_\_\_\_\_

ITEM NOS. ACCEPTED \_\_\_\_\_

COMMODITY CODE: **910-70**

Procurement Contracting Officer: **Maria Hevia, CPPB**

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID  
 NON-RESPONSIVE**

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

**FIRM NAME:** \_\_\_\_\_

REFERENCE	SUMMARIZED REQUIREMENT	INITIAL AS COMPLETED
Section 2, paragraph 2.3.1	Bidders must provide a list of current projects the bidder, as a company, has accomplished as evidence the bidder meets this requirement. The information provided shall include the customer's company name, and the name, title, address, telephone number, and e-mail address of the contact person who can verify that the bidder has successfully provided dewatering tank cleaning services. These references shall ascertain to the County's satisfaction that the bidder has sufficient expertise in the service required.	_____
Company name: _____ Contact Name and Title: _____ Company address: _____ Telephone and Email address: _____		
Company name: _____ Contact Name and Title: _____ Company address: _____ Telephone and Email address: _____		
Company name: _____ Contact Name and Title: _____ Company address: _____ Telephone and Email address: _____		
Section 2, paragraph 2.3.2	Superintendent contact Information: _____ _____ _____ Attach superintendent's resume.	_____

**SECTION 4  
BID SUBMITTAL FOR:  
PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK  
CLEANING SERVICES**

**ACKNOWLEDGEMENT OF ADDENDA**

---

---

**INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES**

---

---

**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION  
WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

---

---

**PART II:**

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

---

---

**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE OF OFFICER:** \_\_\_\_\_



**Bid Title: PRE-QUALIFICATION OF BIDDERS FOR DEWATERING AND TANK CLEANING SERVICES**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



## BID SUBMITTAL FORM

**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

**COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program**

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is **voluntary**, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and **shall not be binding** on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **within** the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **outside** the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prompt Payment Terms: \_\_\_\_ % \_\_\_\_ days net \_\_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

**\*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



# **APPENDIX**

## **AFFIDAVITS** **FORMAL BIDS**



In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

**Contract No. :** \_\_\_\_\_ **Federal Employer Identification Number (FEIN):** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code	6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code
2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code	7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) of the County Code	8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code
4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code
5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code	10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm	Date	
Address of Firm	State	Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

**Subscribed and sworn to** (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_.

by \_\_\_\_\_ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced \_\_\_\_\_

Signature of Notary Public	Serial Number
Print or Stamp of Notary Public	Expiration Date
Notary Public Seal	



# FAIR SUBCONTRACTING PRACTICES

## (Ordinance 97-35)

**In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

**MIAMI-DADE COUNTY**

**BID NO.: -OTR**

**Note: This affidavit will be requested from all bidders once bids are received and evaluated.**

**MIAMI-DADE COUNTY**
**BID NO.: -OTR**
**Note: This affidavit will be requested from all bidders once bids are received and evaluated.**

**SUBCONTRACTOR/SUPPLIER LISTING**  
**(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)**

Name of Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

**(Please duplicate this form if additional space is needed.)**

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)									Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity							Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Material s/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)									Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity							Gender		Race/Ethnicity					

**MIAMI-DADE COUNTY**

**BID NO.: -OTR**

**Note:** This affidavit will be requested from all bidders once bids are received and evaluated.

			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Department of Regulatory and Economic Resources at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

*I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.*

\_\_\_\_\_  
Signature of Proposer                      Print Name                      Print Title                      Date